



**INFORMATION  
PLEASE!**

WPWB 53446

# INFORMATION PLEASE!

*The Organization and  
Regulations of the  
Associated Women  
Students*

Published for Women Students  
of the  
University of Maryland

Edited by Jean Spencer



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# AWS

## What It Is

... the Associated Women Students is the campus governing body for women students.

## Who's In It

... every women student on the Maryland campus.

## What It Does

... sets up and enforces the standards of conduct and residence rules for women students, sponsors cultural and social activities and coordinates women's activities on campus.

## Why Have AWS

... to give women students an opportunity to govern themselves within their grant of powers from the administration.

## Where You Fit In

... as an active member, you'll gain experience in democratic self-government, work with the Men's League in planning joint social functions, and promote such activities as the Student-Faculty Coffee Hours, the campus cultural program and freshman orientation.

## Note to Daydodgers

... daydodgers are just as much a part of AWS as on-campus students. Their help is needed to carry out the AWS program for more social, academic and cultural activities for women students. AWS gives off-campus women an opportunity to meet new friends and become a more active part of the Maryland campus.

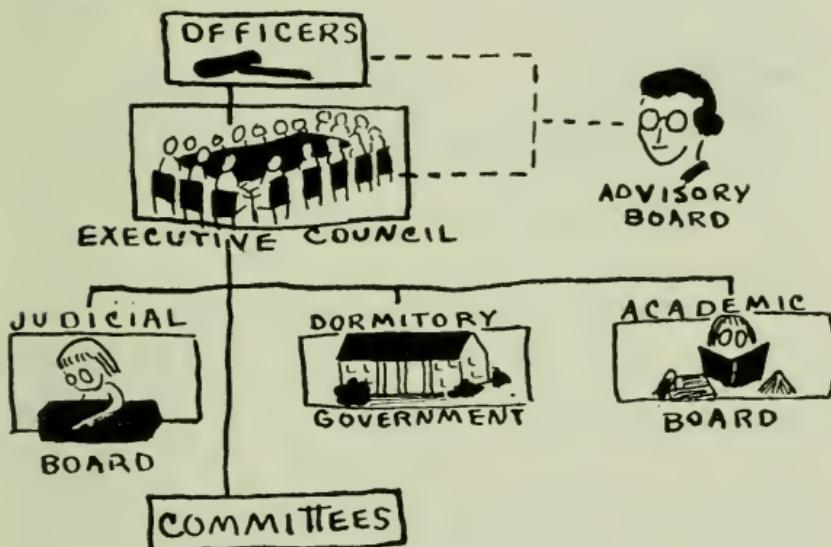
## How to Get Started

... sign up in the armory booth during registration; contact Carmen Guevara, AWS president, in Somerset Hall; or drop by the AWS office any afternoon in the Student Union Building for further information and application blanks for AWS positions.

## A W S   O F F I C E R S

*President.....	Carmen Guevara
*Vice-president.....	Dorothy Delaney
*Secretary.....	Ellen Kehoe
*Treasurer.....	Joan Hamburger
†Judicial Board Chairman.....	Nancy Rankin
†Academic Board Chairman.....	Dorothy Williams
*Elected in campus-wide SGA elections.	
†Appointed by AWS Executive Council.	

## A W S   O R G A N I Z A T I O N



## THE JUDICIAL BOARD

Judicial Board has jurisdiction over violations of women's regulations. They can review and set aside decisions of the residence judicial boards and act as an appeals board for students not satisfied with a dormitory or sorority board decision.

The five dormitory judicial chairmen and the four members appointed from either the junior or senior classes by the retiring AWS Executive Council make up the Board's membership. The chairman is elected at a joint meeting of the incoming and retiring board members.

## THE AWS EXECUTIVE COUNCIL

The Executive Council is the central, coordinating body of AWS. It passes upon all AWS legislation, approves committee chairmanships recommended by the AWS president, and delegates funds for AWS activities from their SGA appropriation.

The Council's official membership consists of:

- AWS president, vice-president, secretary and treasurer
- Chairman of the Judicial and Academic Boards
- Dormitory presidents
- Representatives from each class, the Daydodgers Association, the International Club, and the Independent Students' Association, the Panhellenic Association, and chairmen of AWS standing committees.

The weekly meetings of the Council, held on Wednesday afternoons at 4 p. m. in their Student Union Building office, are open to all women students. Girls who want to take an active part in AWS activities are invited to attend these meetings.

## THE ACADEMIC BOARD

The Academic Board is composed of the dormitory academic chairmen and five non-dormitory women, appointed by the Executive Council, one of whom must be a daydodger. These members carry out the Board's purposes of encouraging scholarship and improving student-faculty relations by arranging special tutoring, working for better study facilities on campus, and by sponsoring the Student-Faculty Coffee Hours. Board members serve as chairmen of the Academic Board committees and must have an overall average of 2.7. Members for the committees are selected from women interested in the work of the Board.

## SORORITY RESIDENCE COUNCILS

The house president, judicial chairman, sorority president, and house director of each residence compose the Sorority Residence Councils. Their duties and powers are similar to those of the dormitory councils.

## THE RESIDENCE COUNCIL

The Residence Council, the liaison between the women's residences and the AWS Executive Council, suggests and approves all changes in the House Rules for University living units for women. The Council consists of members of the Executive Council, the judicial chairmen of all sorority houses and off-campus residences, and all chairmen of AWS standing and temporary committees. Suggestions for changes in the House Rules may be made by individual living units to the Council through their representatives.



## DORMITORY GOVERNMENT

The Dormitory Councils are the administrative bodies for on-campus residences for women. Each dorm council is made up of the president, vice-president, secretary, treasurer, the judicial, academic, orientation and social chairmen and four class representatives of that dorm. The house director serves as the council advisor.

Each council supervises the conduct and scholarship within its dormitory and promotes extra-curricular activities among its students.

The officers and class representatives are elected by a majority vote of the residents. The freshman representative is elected in the fall one month after the beginning of school. The chairman and members of the committees are appointed by a committee of the new officers, the incoming and retiring presidents, and the house director from the applications of interested students.

## THE ADVISORY BOARD

The members of the Dean of Women's staff constitute the AWS Advisory Board.

## **AWS COMMITTEES**

Most of the work of the AWS is carried out through its committees. To make its program a valuable and functional part of campus life, AWS needs interested students to become a part of its organization. Its wide range of activities demands a wider range of talents—including everything from a knowledge of parliamentary law to the ability to draw, write, and act as hostesses and party organizers. Some of the major AWS committees open to interested students are:

### **Cultural Committee**

... publicizes local cultural events and obtains special student rates and extended late leaves for such functions.

### **Social Committee**

... works with the Men's League to coordinate inter-dormitory parties and desserts and is in charge of dormitory teas for special days (Homecoming, Dad's Day).

### **Orientation Committee**

... supervises the "big sister" program in the dormitories, writes letters of welcome to incoming students, and helps new students get acquainted with the campus.

### **Convention Committee**

... plans the area conventions which provide neighboring colleges an opportunity to discuss with us common student government problems.

### **Publicity and Publications Committee**

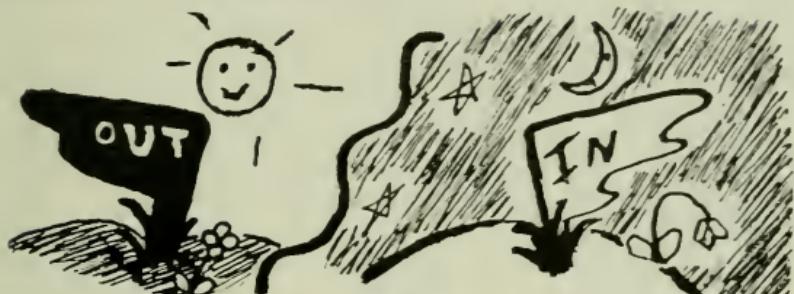
... publicizes the activities of AWS, informs students of changes in AWS regulations, and publishes the AWS handbook.

### **Constitution Committee**

... is in charge of revising the constitution and by-laws of AWS to keep them up to date.

# *AWS Rules*

## SIGNING OUT AND IN



### OUT

Every girl is personally responsible for recording the required information on provided forms when she departs from campus\* at any time or from her residence after 8:00 p. m. This is called "signing out."

*\*Campus means the area including the university buildings and grounds, sorority and fraternity houses, and the College Park commercial district.*

### SPECIAL SIGN-OUTS

. . . when away from her residence, a girl may be signed out by the desk supervisor or by the house director if she phones her request before 8 p. m.

. . . when delayed or unable to return on time, she must call her house director.

*Off-campus students—call your residence directly*

*On campus students—call WA. 7-3800 and your dorm extension*

*If long distance—tell the operator this is an emergency call*

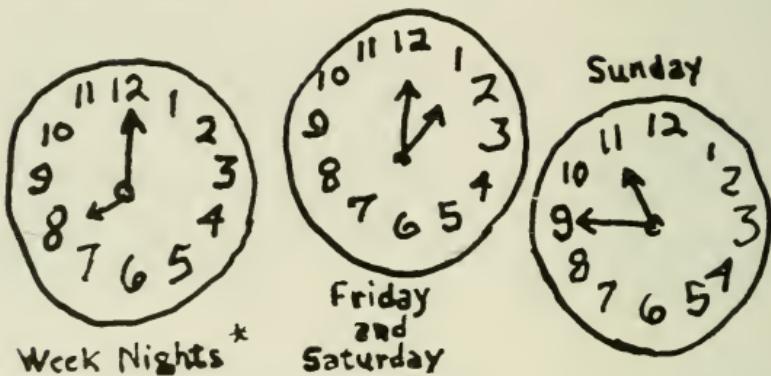
### IN

Each girl must record the time she returns. Lateness results in judicial board action and a possible "campus" (confinement to your residence after 7 p. m.).

# GENERAL AND LATE LEAVES

## FRESHMEN

### General Leaves



\*A freshman is allowed two 10:30 P. M. leaves each week which may be used on Monday, Tuesday, Wednesday or Thursday nights. If used on a Monday (closed night), she may sign out until 10:00 P. M. but it will count as one of her 10:30 leaves.

*Freshman women who make a 3.3 average their first semester are granted unlimited 10:30's during the second semester (except on Mondays).*

### Late Leaves

A "late leave" permits a student to remain out of the dorm after 10:30 p. m. but no later than the closing hour unless she is staying away overnight.

A freshman is allowed five "late leaves" per semester, which permits her to remain out of her residence until 12:45 a. m. on any Tuesday, Wednesday, Thursday or Sunday night, exclusive of her 10:30 privilege. These also may be used as overnight leaves.

Late Leaves are granted according to the following academic classification: (hygiene and physical education credits are not included), provided the girl has at least a 2.0 average. Appeal may be made to the Academic Board for special circumstances.

Freshman.....	less than 28 credits.....	5 per semester
Sophomore.....	28 credits.....	9 per semester
Junior.....	58 credits.....	14 per semester
Senior.....	88 credits.....	unlimited*

\* Without conditions or failures

Transfer students use the academic classification of their previous school until they are officially classified at this University.

### Closing Hours

Residences for women will close at the following times. Girls returning after these hours must make arrangements through their house director to be admitted by the night watchman.

Monday (closed night)..... 10:00 p.m.

Tuesday through Thursday..... 12:45 a.m.

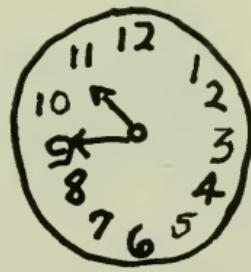
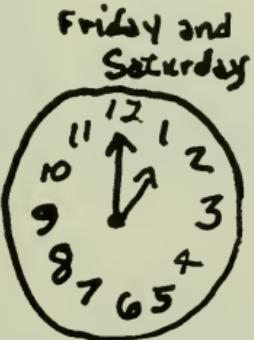
Friday and Saturday..... 1:00 a.m.

Sunday ..... 12:45 a.m.

Closing hour during registration week will be 11:00 p. m. for all women's dorms. Regular hours and leaves will begin on the weekend prior to the beginning of classes (Friday, Saturday and Sunday).

### SOPHOMORES AND JUNIORS

#### General Leaves



\*Monday night is a closed night (10:00 p. m. deadline).

### SENIORS

A senior woman (who has no academic conditions or failures) is granted unlimited late leaves (12:45's) every night except Monday which is a closed night (10:00 P. M.).

## SPECIAL (!!!) LEAVES

All women students are granted:

... 10:15 leaves for Monday night basketball games. This is considered a 10:30 leave.

... free late leaves for attendance at off-campus cultural activities (i. e., symphonies, plays) approved by AWS Executive Council.

... free late leaves for extra-curricular activities, personal necessity or exceptions not covered by these regulations must be secured through the Office of the Dean of Women.

### Holiday Leaves

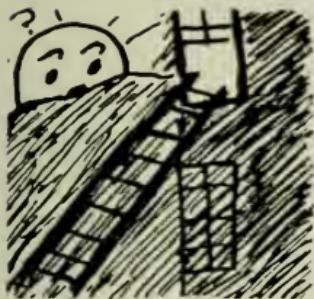
... free late leaves on the nights preceding and closing vacation periods.



### Overnight Leaves

... overnight leaves are granted only when the "Parent's Permission Form" has been signed by your parents and returned to the house director.

Overnight leaves are considered late leaves unless the student signs out for the infirmary or her home because of illness. In this case, she must notify the house director before signing out and must present a written excuse upon her return.



### Early Morning Leaves

... to leave a dorm before 6:00 a. m. for any reason, a student must secure the permission of the house director.

### Exam Week Leaves

... free late leaves from the completion of exams until the dorm is officially closed.

... 11:15 leaves for the following University-sponsored functions:\*

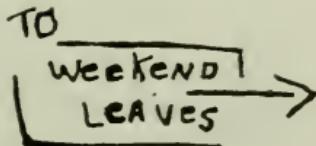
University Theatre plays  
Gymkana Show  
Clef and Key productions  
KA Minstrel Show  
Suburban Symphony concerts  
Aqualiner's Water Show  
Interfraternity Sing  
Modern Dance Recital

*\*Leaves are extended until 15 minutes following the finish of the performance if the function runs later than 11:15.*

### Weekend Leaves

... weekend leaves may be taken as often as desired as soon as the "Permission Form" is in.

... weekend leaves may extend from Friday after the last class until Monday before the first class. They are not considered late leaves, unless a student returns to her dorm on Sunday night after 10:45 p. m. Then she will be charged for a late leave for that evening.



## VISITORS WOMEN

A visitor:

. . . must announce herself at the reception desk and sign the visitors' book before going to her hostess' room.

. . . must not enter the rooms of residents in the absence of these residents without the house director's permission.

. . . must not use dormitory facilities unless she is visiting residents who are present at the time of her visit or unless she has the permission of the house director.

. . . may visit a dormitory at the following times:

### Hours for Visitors—Women

Monday through Thursday.....	9:00 a.m. to 10:00 p.m.
Friday and Saturday.....	9:00 a.m. to 12:45 p.m.
Sunday .....	9:00 a.m. to 10:30 p.m.

Women may stay in the dormitories until 12:30 for studying purposes with the house director's permission.

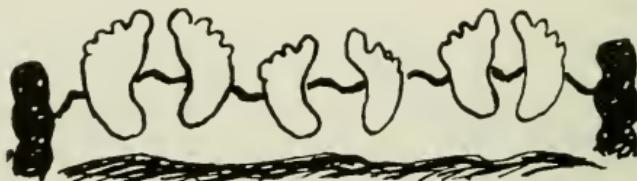
## OVERNIGHT GUESTS

Guests:

. . . may be invited on weekends and on nights before a holiday. Other nights require special permission from the house director. The house director must be notified, the guest fee paid and all necessary arrangements made 24 hours prior to the guest's arrival. No fee is charged if the guest is a resident of another campus dorm.

. . . must abide by the closing hours and other hall regulations, such as signing out and in, during their stay.

. . . will be allowed the same leave permissions as their hostess.



## MEN'S CALLING HOURS

	Dormitories	Sorority Houses
Mon. to Thurs.....	2:30 p.m.—10:00 p.m.....	*4:00 p.m.— 8:00 p.m.
Fri. and Sat.....	12:00 noon—12:45 p.m.....	12:00 noon—12:45 a.m.
Sun.....	9:00 a.m.—10:30 p.m.....	12:00 noon—10:30 p.m.

*\*two of these days will be closed to men visitors; one day the hour will be 10:00 p.m.*

Men callers who arrive at times other than those specified may wait for their dates in the reception hall or lobby (but no longer than five minutes) according to the jurisdiction of the house director.

## OFF-CAMPUS HOUSES

### Visiting Hours

Visiting hours for all off-campus houses under university jurisdiction will be determined by the house holder, but shall not exceed those for dormitories.

## FRATERNITY HOUSES AND MEN'S DORMS

### VISITING PRIVILEGES

Women will be allowed to visit fraternity houses and men's dorms during the following specified times only, provided chaperones are present:

#### DAY

Friday .....	4:30 p. m.-7:00 p. m.
Saturday and Sunday.....	1:00 p. m.-7:00 p. m.

Women may visit fraternity houses for registered social functions:\*\*

#### NIGHT

- . . . from 1 p. m. until 12 a. m. on weekends
- . . . from 4 p. m. until 8 p. m. during the week

*\*\*all organized social functions must be registered by Wednesday noon of each week for the following weekend in the Dean of Women's office. These will then be included in the social calander which is sent to each residence on Friday of each week.*

## BE SURE YOU KNOW ABOUT . . .

### Entrances and Exits

Only entrances and exits specified by the dorm council will be used from 8:00 p. m. to 8:00 a. m.

### Reception Halls and Lobbies

The reception halls and lobbies of dorms cannot be used after closing hours. Studying must be done in designated study rooms after 12:45 a. m.

### Housing During Vacation and Between Semesters

Women students who wish to remain on campus during these periods must abide by the closing hours and other arrangements that will be specified by the Dean of Women and the house director.

### Fire Drills

The student fire marshal and house director of your residence are responsible for planning and directing fire drills. Be sure you understand all instructions concerning fire drills thoroughly.

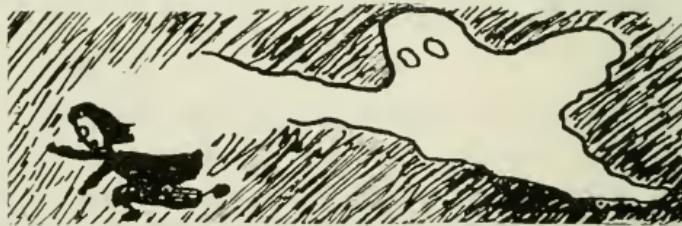
### Smoking

Smoking is not permitted in classrooms or the dorm lobbies.

Smoking while walking across campus is frowned upon at Maryland—try to limit your smoking to acceptable indoor places.

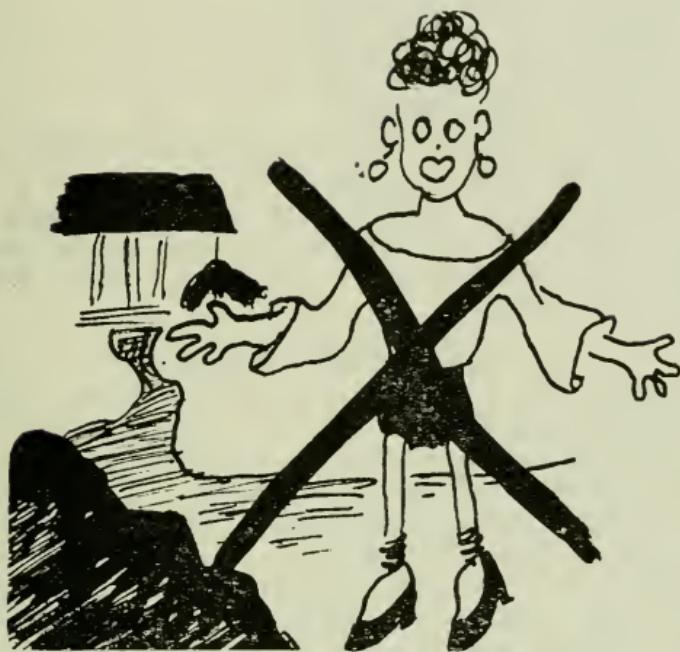
### Safety

Be sure to lock your room whenever you plan to be away for any length of time. The University cannot be responsible for loss or theft of articles.



Never walk alone on campus after dark. (What better excuse to get HIM to walk you home from the library!)

## Standards of Dress on the Maryland Campus



### On-campus:

To make a good impression on our co-ed campus, appear at your best in the traditional sweater and skirt combinations.

Shorts, slacks, jeans and other sports wear are not allowed in the Library, dining hall or anywhere else on campus unless required for active sports or for special classes, like painting or field trips. When you must wear sports clothes, keep them covered with a long coat while on campus.

### In residence halls:

No active sports apparel or dressing robes are allowed in the lobbies except after closing hours.

### Sunbathing:

Allowed only in areas set aside for this purpose.

## QUIET HOURS

Monday through Thursday:

10:30 p. m.—11:30 a. m.

1:30 p. m.— 4:30 p. m.

\*7:00 p. m.—10:00 p. m.

Friday through Sunday:

—from 11:00 p. m. the preceding night until noon the following day.

\* *The beginning of evening quiet hours may begin any-time between 7 and 8 p.m., and will be left to the discretion of the executive council and house director of each residence.*

## REMEMBER THAT

... radios must be turned so as not to be heard in the adjacent rooms.

... no lengthy conversations or visiting in the hallways is allowed during quiet hours.

... all telephoning must stop except in case of an emergency after 11:00 p. m.

... hall proctors are responsible for maintaining quiet hours and must report all offenders to the Dorm Judicial Board after their third offense.



## NOISY PERIOD

A half-hour "noisy period" is allowed each night between 10 and 11 p. m. The exact time is set by the council and director of each residence.

## Telephone Manners

Limit each call to five minutes. (Don't waste all your time with one boy—others may be waiting to call you!)

Important—no calls come into the dorms after 10:30 p. m. on week nights and 11:00 p. m. on weekends. The campus switchboard is covered by the police department after these hours.

Emergency calls will be transmitted to the dorms after these hours by the police.







